Hilton Lane Primary School

Madams Wood Road, Little Hulton

Worsley, Manchester M28 0JY

Phone: 0161-921-1195

Email: hiltonlane.primaryschool@salford.gov.uk

Headteacher: Miss H Kearsley

###### Job Title: Site Manager

###### Salary Grade: 2A SCP 16-19

###### Working Pattern: Full time – split shift.

###### Working Hours: 30 hours per week.

###### Hours will generally be 7:30am-11am and 3:30pm-6pm Monday- Friday

###### May require some flexibility. Hours during the school holidays can be altered to suit both parties.

Contract Type: Permanent

###### Date required: As soon as possible

We are looking for a Site Manager to work alongside our School Business Manager in fulfilling a range of daily cleaning, maintenance and health and safety requirements across the two school sites. We need someone who;

- can build relationships with all stake holders (including external providers)

- use ICT to email relevant people

- plan ahead booking in maintenance and services to ensure compliance

- maintain and monitor high standards of cleaning and health and safety

- keep paperwork up to date to ensure compliance

- is prepared to work at height e.g. climbing ladders

- is prepared to attend and engage fully in all necessary courses e.g. safeguarding, manual handling, fire marshal

- can follow, contribute to and implement risk assessments

- etc

This position requires someone organised and active. This is a mixture of a hands on and managerial role.

This post offers the successful candidate a chance to make a positive difference to the lives of young people.

In addition we can offer

* Happy, friendly children who enjoy coming to school
* A welcoming and supportive staff team
* A whole school ethos with raising aspirations at its heart

**The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced DBS disclosure will be required.**

Applications to be completed and emailed to [hiltonlane.primaryschool@salford.gov.uk](mailto:hiltonlane.primaryschool@salford.gov.uk) by Friday 14th June 2024 at 12pm.